

## **Time & Attendance User Group Charter**

The Time & Attendance User Group (T&AUG) was established to represent all NFC payroll/personnel system users in areas that impact and/or are impacted by Time & Attendance (T&A).

### **Purpose**

The T&AUG provides the NFC user community, the program staffs at departmental level, and the technical systems staff at the National Finance Center a forum for discussing and providing input on time & attendance issues including NFC's T&A System for Time and Attendance Reporting (STAR). The T&AUG provides a process to user agencies regarding NFC's system capabilities regarding T&A and assures the integrity of the system. The purpose of the T&A User Group is to research T&A related issues and recommend improvements.

### **Responsibilities**

The T&A User Group:

- Represents all T&A users, large and small, assuring that user needs are fairly represented.
- Identifies, develops, reviews and recommends T&A procedures and STAR system procedures.
- Identifies and recommends proposed system improvements/enhancements.
- Provides technical advice and assistance within the user community.
- Provides a mechanism for sharing problems and solutions among users.
- Develops consensus solutions to problems, and/or develops priorities within the group.
- Assists in the design, requirements, testing, and implementation of T&A system changes.

### **Chairperson**

The Chairperson(s) will be a member of the NFC Staff. Responsibilities of the chairperson include:

- Assuring that the meeting is run in a smooth, orderly manner.
- Coordinating and submitting the proposed system changes/improvement/enhancements to assure requirements are presented in an accurate format.
- Coordinating the implementation of recommended changes.
- Requesting volunteers for special workgroups.
- Presenting completed proposals to the Chairperson of CAPPS for presentation to CAPPS.
- Forwarding to the TAUG any T&A related notices that are distributed by NFC's Client Management Branch (CMB).

### **Facilitator Responsibility**

Responsibilities of the facilitator include:

- Coordinating with the CMB on the receipt, consolidation, development, and issuance of agenda items.
- With the assistance of CMB POC, scheduling meetings, obtaining meeting rooms, providing Meet-Me-Numbers to out of town participants, distributing the agenda, drafting meeting notes and posting notes on the NFC Homepage.

- Representing the User Group to NFC when discussing topics of interest or concerns to/from the user group. Ensuring action item issues are brought to the attention of the NFC Development Staffs and request participation at meetings with the NFC Staff.
- Taking direction on System wide projects, when needed by the PPSS Customer Board.

### **Member Responsibility**

Responsibilities of the representatives include:

- Submitting agenda items.
- Identifying, developing, reviewing and recommending T&A related payroll/personnel system procedures.
- Identifying, developing, reviewing, and recommending proposed system improvements/enhancements and recommending development priorities in the areas of time and attendance.
- Assisting in the development of requirements, designing, testing, and implementation of changes in the areas of time and attendance.
- Serving on ad-hoc workgroups as needed.

NOTE: Member from clients who utilize NFC's STAR will also be responsible for providing all of the above support specifically as it relates to STAR.

### **Meetings**

Meetings will be held on a by-monthly basis in the USDA complex. Special meetings may be called as needed.

### **General Comments**

- The Facilitator should receive agenda items from members at least two weeks prior to the scheduled meeting. With the exception of system problems requiring immediate attention, items not received by the due date will be deferred until the next meeting.
- Meeting notes will be posted on the NFC homepage.
- All communication will be sent to/from [TAUG@usda.gov](mailto:TAUG@usda.gov).